



# Los Angeles County AUDIT COMMITTEE

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Genie Chough, Vice-Chair  
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## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

15 May 10, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

May 10, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **SUNSET REVIEW FOR THE LOS ANGELES COUNTY SMALL BUSINESS COMMISSION (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

Request to extend the sunset review date for the Los Angeles County Small Business Commission.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Extend the Los Angeles County Small Business Commission's sunset review date to June 30, 2013.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Los Angeles County Small Business (Commission) was created by the Board on June 29, 1999, replacing the Office of Small Business Advisory Board. The Board approved the most recent sunset review extension on August 17, 2004, which expired on June 30, 2007.

The Commission provides advice and support to the Board to assist small businesses grow and conduct business with the County.

The Commission monitors and evaluates the implementation of the "Bold Steps Forward" recommendations adopted by the Board on June 29, 1999, which are intended to facilitate small business participation in County purchasing and contracting. The Commission also provides status reports and makes recommendations to the Board on issues that affect the small business community.

During this review period, the Commission's accomplishments included the following:

- Recommended implementation of the Countywide Prompt Payment Program Policy, which established the Prompt Pay Small Business Liaison (Liaison), and a 15-day payment goal for certified Local Small Business Enterprises (LSBE). The Liaison provides a single point of contact for certified LSBEs to resolve payment issues.
- Advised ISD to increase opportunities for small business. As a result, ISD eliminated the requirement to obtain three quotes for purchases up to \$5,000 when purchasing from a certified LSBE.
- Participated in ISD's Office of Small Business Contracting Connections events to educate small businesses about County contracting opportunities and resources. From 2007 to 2009, these events were attended by over 2,800 small business representatives.

### **FISCAL IMPACT/FINANCING**

The Commission receives administrative support from the Internal Services Department (ISD), which maintains the Commission's website, provides staff to assist with Commission/public inquiries and performs other services on an as-needed basis. ISD estimates that their administrative support to the Commission was approximately \$80,100 in Fiscal Year 2008-2009.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Commission is comprised of 20 members, with each Supervisor appointing four Commissioners and one alternate. Commission members are not compensated, and must reside in Los Angeles County and be a representative of the business community. Alternate members only vote when they are substituting for a commissioner from the same Supervisorial District.

The Commission meets quarterly at a location and time announced five working days prior to the day of the meeting. From April 2007 to December 2009, the Commission met 11 times with an average attendance of 12.5 (63%) members.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Commission's objective for the coming period are to:

- Continue to advise the Board on matters relevant to small business and to ensure small business interest are considered when implementing County policies and programs.
- Increase opportunities for, and track County utilization of, small businesses.
- Raise the visibility of the Commission and ISD's Office of Small Business through press releases and other forms of media.
- Continue to participate at small business events, forums and task forces.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori Glasgow". The signature is written in a cursive, flowing style.

LORI GLASGOW  
Chair

LG:tpk

Enclosures

- c: George Hill, Chair, Small Business Commission
- Debbie Cabreira-Johnson, Manager, Internal  
Services Department
- Janet Logan, Chief, Board Operations
- Angie Montes, Chief, Commission Services



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-3873  
PHONE: (213) 974-8301 FAX: (213) 626-5427

WENDY L. WATANABE  
AUDITOR-CONTROLLER

MARIA M. OMS  
CHIEF DEPUTY

ASST. AUDITOR-CONTROLLERS

ROBERT A. DAVIS  
JOHN NAIMO  
JUDI E. THOMAS

December 14, 2010

TO: Audit Committee

FROM: Wendy L. Watanabe  
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY SMALL  
BUSINESS COMMISSION**

**RECOMMENDATION**

The Audit Committee recommend to the Board of Supervisors (Board) to extend the Los Angeles County Small Business Commission's sunset review date to June 30, 2013.

**BACKGROUND**

The Los Angeles County Small Business Commission (Commission) was created by the Board on May 22, 2001, replacing the Office of Small Business Advisory Board. The Board approved the most recent sunset review extension in August 2004.

The Commission provides ongoing advice and support to the Board to help small businesses grow and conduct business with the County. The Commission monitors and evaluates the implementation of the "Bold Steps Forward" recommendations adopted by the Board, which are intended to facilitate small business participation in County purchasing and contracting. The Commission also provides status reports and makes recommendations to the Board on issues that affect the small business community.

The Commission is comprised of 20 members, with each Supervisor appointing four Commissioners and one alternate. Commission members are not compensated, must reside in Los Angeles County and be a representative of the business community. Alternate members only vote when they are substituting for a commissioner from the same Supervisorial district.



The Commission receives administrative support from the Internal Services Department (ISD), which maintains the Commission's website, and provides staff to assist with Commission/public inquiries and perform other services on an as-needed basis. ISD estimates that their administrative support to the Commission costs approximately \$80,100 in Fiscal Year 2008-09.

### **JUSTIFICATION**

From April 2007 to December 2009, the Commission met 11 times with an average attendance of 12.5 (63%) members.

During this review period, the Commission's accomplishments included the following:

- Recommended implementation of the Countywide Prompt Payment Program Policy, which established the Prompt Pay Small Business Liaison (Liaison), and a 15-day payment goal for certified Local Small Business Enterprises (LSBE). The Liaison provides a single point of contact for certified LSBEs to resolve payment issues.
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- Participated in ISD's Office of Small Business Contracting Connections events to educate small businesses about County contracting opportunities and resources. From 2007 to 2009, these events were attended by over 2,800 small business representatives.

The Commission's objectives for the coming period are to:

- Continue to advise the Board on matters relevant to small business and to ensure small business interests are considered when implementing County policies and programs.
- Increase opportunities for, and track County utilization of, small businesses.
- Raise the visibility of the Commission and ISD's Office of Small Business through press releases and other forms of media.
- Continue to participate at small business events, forums and task forces.

Audit Committee  
December 14, 2010  
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Please call me if you have any questions, or staff may contact Jim Schneiderman at (213) 253-0101.

WLW:MMO:JLS:tk

Attachments

c: George Hill, Chair, Small Business Commission  
Debbie Cabreira-Johnson, Manager, Internal Services Department  
Robin A. Guerrero, Chief, Board Operations  
Angie Montes, Acting Chief, Commission Services

**COMMISSION SUNSET REVIEW**  
**LOS ANGELES COUNTY SMALL BUSINESS COMMISSION**  
**REVIEW COMMENTS**

**Mission.** (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

The stated mission is as set forth in the Board order establishing the Commission. **CONCUR.**

**Section 1. Relevance.** (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission provides on-going advice and support to the Board to help small businesses grow and compete for County business.

The Commission's mission appears to be **RELEVANT.**

**Section 2. Meetings and Attendance.** (Are required meetings held and is attendance satisfactory?)

The Commission meets quarterly. From April 2007 to December 2009, the Commission met 11 times with an average attendance of 12.5 (63%) members.

The Commission's meeting frequency and attendance is **SATISFACTORY.**

**Sections 3 and 4. Accomplishments and Results.** (Are listed accomplishments and results significant?)

During the evaluation period, the Commission's accomplishments included the following:

- Recommended implementation of the Countywide Prompt Payment Program Policy, which established the Prompt Pay Small Business Liaison and a 15-day payment goal for certified Local Small Business Enterprises (LSBE).
- Advised the Internal Services Department (ISD) to increase opportunities for small business. As a result, ISD eliminated the requirement to obtain three quotes for purchases up to \$5,000 when purchasing from a certified LSBE.
- Participated in ISD's Office of Small Business Contracting Connections events to educate small businesses about County contracting opportunities and resources. From 2007 to 2009, these events attracted over 2,800 attendees.

The Commission's accomplishments and results are **SIGNIFICANT.**



**Section 5. Objectives.** (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's objectives for the coming period are to:

- Continue to advise the Board on matters relevant to small business and to ensure small business interests are considered when implementing County policies and programs.
- Increase opportunities for, and track County utilization of, small business.
- Raise the visibility of the Commission and ISD's Office of Small Business through press releases and other forms of media.
- Continue to participate at small business events, forums, and task forces.

The Commission's future objectives appear **RELEVANT**.

**Section 6. Resources.** (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members do not receive compensation. ISD estimates that they provided approximately \$80,100 in staff support to the Commission in fiscal year 2008-09.

The Commission's expenses appear to be **WARRANTED**.

**Section 7. Recommendation.**

**EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY  
SMALL BUSINESS COMMISSION TO JUNE 30, 2013.**



### Los Angeles County Small Business Commission Attendance Record

Commissioner	Nominated by:	6/30/07	9/30/07	12/31/07	3/31/08	6/30/08	9/30/08	12/31/08	3/31/09	6/30/09	9/30/09	12/31/09	Totals	% Attended
Number of Meetings per Quarter		1	1	1	1	1	1	1	1	1	1	1	11	
Pedro Birba	1st District	1	0	1	1	0	0	1	0	0	0	0	4	36%
Jorge G. Corrales - Alternate	1st District						1	0	0	0	0	1	2	N/A (b)
Kenia Davalos	1st District	1	1	0	1	1	1	1	1	1	1	1	10	91%
Javier Del Valle	1st District	1	1	1	1	1	1	1	1	1	1	1	11	100%
Oscar Lopez	1st District	0	1	1	1	0	1	0	1	0	1	0	6	55%
Michael Chang	2nd District	0	1	0	0	0	0	0	0	0	0	0	1	9%
Richard Davis	2nd District	1	1	1	1	0	0	0					4	57%
Reginald Byron Jones-Sawyer, Sr.	2nd District	0	0	0	1	1	0	0	1	0	1	1	5	45%
Ky Chueon Kim, Ph.D. - Alternate	2nd District	1	1	1	1	1	1	1	1	1	0	0	9	N/A (b)
Marlon Thompson	2nd District	1	0	1	1	1	0	0	1	0	0	1	6	55%
Vacant	2nd District								0	0	0	0	0	0%
Ray Bishop	3rd District	1	1	1	1	0	0	1	1	1	1	1	9	82%
George Hill	3rd District	1	0	1	1	1	1	1	1	1	1	1	10	91%
Joey Quinto - Alternate	3rd District	0	1	0	0	1	0	0	0	0	0	0	2	N/A (b)
Vacant	3rd District	0	0	0	0	0	0	0	0	0	0	0	0	0%
Vacant	3rd District	0	0	0	0	0	0	0	0	0	0	0	0	0%
Helen Anderson	4th District	1	0	0	1	1	0	1	1	1	0	1	7	64%
Victoria Fullerton	4th District	0	0	0	0	0							0	0%
Anna Johnson	4th District	1	0	1	1	0	0	1	1	0	0	0	5	45%
Keith McCarthy - Alternate	4th District	0	1	1	1	1	0	1	1 (a)	0	1	1	7	N/A (b)
Sean Piazza	4th District							1	1	0	0	1	3	60%
Dennis J. Young	4th District	1	1	1	1	0	1	0	1	0	1	0	7	64%
Vacant	4th District						0						0	0%
Jules Bagneris III	5th District											1	1	100%
Alan Buckholtz	5th District	0	0	0	0	0	0	0	0	0			0	0%
Tyrone Hampton	5th District	0	1	1	1	1	1	1	1	1	1	1	10	91%
John Krikorian	5th District	0	1	1	1	1	1	1	1	0	1	1	9	82%
Cecilia Wu	5th District	1	1	0	1	1	1	0	1	1	1	1	9	82%
Vacant	5th District										0		0	0%
<b>Totals</b>		<b>12</b>	<b>13</b>	<b>13</b>	<b>17</b>	<b>12</b>	<b>10</b>	<b>12</b>	<b>15</b>	<b>8</b>	<b>11</b>	<b>14</b>	<b>137</b>	

**Legend:**

Average Attendance per Meeting → 12.5

Not applicable. Vacancy filled or Commissioner not appointed.

(a) Alternate member's attendance for this meeting not included in Totals due to attendance of all four designated District members.

(b) Alternate members may attend all meetings, but may vote only when replacing a designated District member. Because an alternate member may attend a meeting as a non-voting member, we did not indicate alternate members' attendance percentages.